

REPUBLIC OF THE PHILIPPINES

BC-CSC Form No. 1
(POSITION DESCRIPTION FORM)

1. NAME OF EMPLOYEE

BENITEZ **MARILOU** **MANTE**
(Family Name) (Given Name) (Middle Name)

2. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

3. BUREAU OR OFFICE

Visayas State University

4. DEPT./BRANCH/DIVISION

Horticulture

5. WORK STATION/PLACE OF WORK

Horticulture

6a. PRES. APPROP.

ACT/
BOARD RES/
ORD. NO.
ITEM NO.

6b. PREV. APPROP.

ACT/
BOARD RES/
ORRD. NO.
ITEM NO. **INSTR-17-2025**

7a. SALARY P.A. **₱ 193,212.00**

7b. OTHER COMPENSATION: PERA/ACA

₱ 24,000.00

8. OFFICIAL DESIGNATION OF POSITION

Instructor II

9. WORKING PROPOSED TITLE

Instructor II

10. WAPCO CLASSIFICATION OF THIS POSITION

Instructor I

11. OCCUPATION GROUP TITLE

(Leave Blank)

12. FOR LOCAL GOVERNMENT POSITION, CHECK GOVERNMENT UNIT AND UNIT'S CLASS

MUNICIPALITY [] CITY [] PROVINCE []

1st

[]

2nd

[]

3rd

[]

4th

[]

5th

[]

6th

[]

13. STATEMENT OF DUTIES AND RESPONSIBILITIES. If more space is needed, please attach additional sheets.

Percent of
Working
Time

DUTIES:

60%

Teaching Horticulture subjects

- Hort 111 Lab
- Hort 121
- Hort 144
- Hort 142

20%

Do postharvest research of horticultural crops

10%

**Do extension works such as acts as resource person
on postharvest of horticultural crops**

- acts as resource person of Coffee and cacao

10%

Other routine works:

- Lab In-charge (Postharvest Lab)

14. POSITION TITLE OF IMMEDIATE SUPERVISOR

Department Head

15. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean College of Agriculture

16. NAMES, TITLES AND ITEM NOS. OF THOSE YOU DIRECTLY SUPERVISE (if more than (7), list only by their item nos. and titles).

Patricio Barcus - Laborer

17. MACHINES, EQUIPMENT, TOOLS, etc. used regularly in performance of work.

blackboard, computer, chalk, projectors, ph meter, etc.

18. CONTACT

19. WORKING CONDITION

	Occasional	Frequent
General Public	<input checked="" type="checkbox"/>	
Other agencies	<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>
Management	<input checked="" type="checkbox"/>	
Others (specify)		<input checked="" type="checkbox"/> Students

Normal Working Condition	<input checked="" type="checkbox"/>
Field Work	
Field Trips	
Exposed to varied weather	
Other (specify) travels	

20. I CERTIFY that the above answers are accurate and complete.

Sept. 25, 2009
Date

MARILOU N. BENITEZ
Signature of employee

21. Describe briefly the general function of the Unit or Section

Do teaching, research and extension work on horticultural crops.

22. Describe briefly the general function of the position

Teaching Horticulture subjects and do research and extension work on horticultural crops.

23a. Indicate the required qualifications by years and kind of education considered in filling up a vacancy for this position. (Keep the position in mind rather than the qualification of the present incumbent. This item should be filled for all positions other than teaching).

Education: B.S. degree in the area of specialization

Experiences: 1 year

23b. Licenses or certificates required to do this work, if any.

none

24. I hereby certify that the above answers are accurate and complete.

Date

ZENaida C. GONZAGA

Signature and Title of Immediate Supervisor

25. APPROVED:

Date

JOSE L. BACUSMO

President
Head of Agency